

## **Procedures to follow when applying for a WAIVER OF FRONTAGE**

### **NO APPLICATIONS WILL BE ACCEPTED BY THE PLANNING DEPARTMENT UNTIL ALL OF THE ITEMS BELOW ARE COMPLETED BY THE APPLICANT**

If a person wishes to create one or more lots whose frontage is less than that allowed by the Zoning Ordinance, he/she must go through a two step process. First, the petitioner must request a waiver from frontage requirements from the Planning Board. Secondly, the petitioner must request a *Variance* from any relevant dimensional requirements, including frontage, from the Board of Appeals.

#### ***THE PLANNING BOARD MAY GRANT A WAIVER FOR FRONTAGE REQUIREMENTS IN CASES WHERE:***

1. The waiver would be in the public interest.
2. The waiver would not be inconsistent with the intent or purpose of the Subdivision Control Law.

#### ***THE FOLLOWING STEPS MUST BE FOLLOWED FOR A PETITION BEFORE THE PLANNING BOARD:***

1. Check with the Building Department to learn if the proposed frontage meets the requirements of the Zoning Ordinance. If the frontage is less than that required, then;
2. Obtain an application from the Department of Planning & Development.
3. Obtain from the Assessor's Office one copy of the Assessor's map of the property for the purpose of identification. Outline your property in red.
4. Note on the Assessor's map or on a separate drawing the proposed property lines and dimensions, and proposed and existing structures.
5. After application has been completed, take it to the City Clerk's Office and have them stamp it in.
6. Submit the application (after step 5 is completed), Assessor's map and any other information or documents to the Department of Planning & Development.
7. Pay filing fee at the Department of Planning & Development. Check should be made payable to the City of Chicopee.

After all these steps have been completed, a public hearing will be scheduled. At the public hearing you or your agent will be required to appear and present your case.

If the Planning Board grants a waiver your next step will be to apply for a *Variance* from the Board of Appeals. Contact the Planning Department for details. Once you receive both the Waiver and Variance you must file these documents with the Registry of Deeds.

## Chicopee, Massachusetts

## WAIVER OF FRONTAGE APPLICATION

Case # \_\_\_\_\_

Assessors \_\_\_\_\_ Map # \_\_\_\_\_  
Parcel # \_\_\_\_\_

Date of Application \_\_\_\_\_

The undersigned respectfully petition to the Chicopee Planning Board for a Waiver of Frontage from Frontage requirements of Section 275-\_\_\_\_\_ of the Zoning Ordinance.

FRONTAGE WILL BE REDUCED FROM \_\_\_\_\_ FEET TO \_\_\_\_\_ FEET.

Location of Property: \_\_\_\_\_  
(Attach copy of Assessor's Map – Outline property in red)

Proposed Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

Deed Information BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_

**JUSTIFICATION: EXPLAIN HOW THE PETITION MEETS THE FOLLOWING CONDITIONS AS REQUIRED BY MASSACHUSETTS GENERAL LAWS, CHAPTER 41, SECTION 81R.**

## 1. HOW WOULD THE WAIVER REQUESTED BE IN THE PUBLIC INTEREST?

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## 2. HOW CAN SUCH A WAIVER BE GRANTED WITHOUT DEVIATING FROM THE INTENT OR PURPOSE OF THE SUBDIVISION CONTROL LAW?

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## APPLICANT INFORMATION

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

## PROPERTY OWNER INFORMATION

(if different than applicant)

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature of Owner (if different than applicant) \_\_\_\_\_